

Request for Qualifications

**ARCHITECTURAL AND ENGINEERING SERVICES
FOR AN INDEFINITE QUANTITIES CONTRACT**

Housing Authority of the Town of Wallingford
45 Tremper Drive
Wallingford, Connecticut 06492

ISSUE DATE: November 21, 2016

DEADLINE FOR SUBMISSION: December 22, 2016

ADVERTISEMENT

The Wallingford Housing Authority (the "WHA") is seeking, through a Request for Qualifications (RFQ), to solicit certain services in connection with rehabilitation, modernization and/or new construction activities of the Housing Authority of the Town of Wallingford ("WHA"). The services required are architectural design and engineering to support the rehabilitation, modernization, and new construction activities of the WHA. The successful respondent will be required to execute an Indefinite Quantities Contract ("IQC") with WHA pursuant to which the services are provided. Services required may include, but are not limited to: architectural design; site and development planning; structural/ mechanical/electrical/civil engineering; landscape architectural; green/energy efficient and utility conservation review and design; compliance inspections; lead and asbestos testing with risk assessments; environmental reviews and/or environmental assessments; and other related services required for completion of work items. A pre-submittal meeting will be held on December 1, 2016 at 9:30 a.m. at 45 Tremper Drive, Wallingford, CT 06492. The deadline for RFQ submittals to WHA is December 22, 2016 at 2:00 PM. Copies of the RFQ can be obtained from Kelly McDermott at 203-269-5173 or by email at kmcdermott@wallingfordha.com **WHA is an Equal Opportunity Employer**

Request for Qualifications

ARCHITECTURAL AND ENGINEERING SERVICES
FOR AN INDEFINITE QUANTITIES CONTRACT
Wallingford Housing Authority

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INVITATION

The purpose of this Request for Qualifications ("RFQ") is to solicit certain services in connection with rehabilitation, modernization and/or new construction activities of the Housing Authority of the Town of Wallingford ("WHA"). The services required are architectural design and engineering to support the rehabilitation, modernization, and new construction activities of the WHA. The successful respondent will be required to execute an Indefinite Quantities Contract ("IQC") with WHA pursuant to which the services are provided.

Services required may include, but are not limited to: architectural design; site and development planning; structural/ mechanical/electrical/civil engineering; landscape architectural; green/energy efficient and utility conservation review and design; compliance inspections; lead and asbestos testing with risk assessments; environmental reviews and/or environmental assessments; and other related services required for completion of work items.

Furthermore, the scope of these services may include, but not be limited to: preliminary design work; engineering services; development of design and construction documents; cost estimates and analysis; bid proposals evaluations; product/material submittal reviews, contract administration; site visits; conduct meetings; construction summary observations; physical property assessments; discrepancy/ deficiency reports; as built drawings; attendance and presentation at Wallingford Tenant Council Meetings, plan approvals, and, working with the Town of Wallingford's Codes and Compliance and Public Works or other City officials as needed.

To be considered, respondents must submit an application/proposal in response to this RFQ in the manner prescribed herein. **A pre-submittal meeting will be held on December 1, 2016 at 9:30 a.m. at 45 Tremper Drive, Wallingford, CT 06492.** Written questions may be submitted no later than December 8, 2016. All timely questions and the responses thereto will be distributed as an Addendum to this RFQ.

Notice: Any contact related to this procurement with members of the WHA Board of Commissioners or WHA officers and employees other than the contact person shown above, during the procurement process, could result in the disqualification of a proposal.

BACKGROUND

The Wallingford Housing Authority (WHA) portfolio includes 317 units of state portfolio public housing units consisting of the following properties:

Ulbrich Heights & Extension	132 units State Moderate Rental
John Savage Commons	35 units of State Elderly/Disabled
East Side Terrace	30 units of State Elderly/Disabled
South Side Terrace	40 units of State Elderly/Disabled
McGuire Court	50 units of State Elderly/Disabled
McKenna Court	30 units of State Elderly/Disabled with S8 PBV contract

WHA is committed to a comprehensive redevelopment strategy that will address the capital needs of all portfolio properties over the next ten (10) years. Additionally, the Authority has determined the need to provide additional affordable housing opportunities in the Town of Wallingford and is undergoing a strategic planning process to more clearly identify the Agency's redevelopment goals.

WHA's Capital Needs Assessments identify various facility upgrades and improvements at all existing sites which may include roof replacements, boiler upgrades, kitchen and bathroom plumbing and fixture upgrades, window replacements, foundation repairs, general masonry repairs, stairwell improvements, and section 504 compliance renovations. These reports can be found in Exhibit A.

SCOPE OF SERVICES

The selected Firm should be able to provide the following services:

- Architecture (schematic design, design development and construction documents)
- Building Inspection and Assessment
- Building Specifications
- Structural, Mechanical, Electrical, Plumbing, Civil Engineering and Landscape Architecture
- Cost Estimating
- As-built preparation
- Bidding Assistance
- Construction Administration/Inspection Services

These services shall include all trades deemed necessary to complete the plans and specifications in order for the WHA to have all the necessary documents required for construction.

It is the intent of the Authority to complete various rehabilitation projects at one or more WHA properties. The selected Firm should be able to provide guidance and services necessary to develop a scope of work and plans/specifications that can be used to submit for state financing through SSHP or CHAMP funding rounds, and other forms of available funding. This should include scope determination, value engineering and material selections. Additionally, WHA may consider new development opportunities that would require similar A&E services.

SUBMISSION REQUIREMENTS

Respondents must submit One (1) original and six (6) hard copies of the complete proposal. All materials will become the property of the Wallingford Housing Authority. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFQ.

All proposals must be received no later than 2:00 p.m., December 22, 2016 sealed and addressed as follows:

RFQ: ARCHITECTURAL AND ENGINEERING SERVICES
Kelly McDermott, Executive Director
Wallingford Housing Authority
45 Tremper Drive, Wallingford, CT 06492

The above stated deadline is firm as to date and hour. WHA will treat as ineligible for consideration any submission received after that deadline. WHA may elect to deem a submission non-responsive if the submission fails to comply with specific requirements of this solicitation.

Each submission must contain the following information:

1. Introductory Proposal Letter

2. Qualifications of the Firm

- Copies of any federal, State of Connecticut, county or local small and/or minority business certifications. (Submit company certification, not personal certifications)
- Copy of business licenses and Connecticut Registration. (Submit company certification, not personal certifications)
- Copy of Certificate of Status or proof that the Proposer is authorized to perform work in the State of Connecticut.

3. Qualifications of the Proposer's Team and Project Manager

An organizational chart of the Project Team shall be provided along with resumes of key personnel as well as copies of any related professional registrations. The team shall include all personnel deemed necessary to prepare a complete Design Criteria Package. The individual identified as Project Manager should have a minimum of ten (10) year's experience and have served as a Project Manager on similar projects on a minimum of three (3) previous occasions.

4. Project Approach (5 page maximum)

Proposer shall include a detailed explanation of its project design approach and methodology that will be utilized to provide required services. This section shall outline how the proposer intends on developing architectural plans that will meet the requirements outlined including their experience with past projects that supports these activities.

5. Technical Capabilities (3 pages maximum)

Proposer shall include a brief explanation of its technical capabilities as it relates to this Project in the following areas: Sustainable design – Approach to minimizing the daily and long term operational and maintenance cost, including the application of "green" design. Cost Estimating – Approach to cost estimating as it relates to this project. Value engineering – Approach used in determining material and equipment quality, and maximizing efficiency within the design.

6. Project Experience Past Five (5) Years

The Proposer should only include projects that have been completed and are comparable to the Wallingford Housing Authority portfolio that will be awarded under the Agreement. Additionally, proposals must demonstrate past experience with the design and rehabilitation of affordable housing type renovation projects within the past 5 years.

7. Proposers References:

Proposer shall provide reference letters from past clients and a list of references from past clients. (3 reference letters required)

8. Non-Collusion Affidavit, Exhibit C

A State of Connecticut Non-Collusion Affidavit completed by the Primary Contractor, executed and notarized, must be submitted.

9. Certified Statement, Exhibit D

10. Statement of Good Standing

Consultant/Firm shall provide a statement indicating that the firm is not debarred or otherwise prevented from participating in any Federal, State or municipal procurement or non-procurement program.

SELECTION PROCESS

The procedure for response evaluation and selection is as follows:

1. Request for Qualifications issued
2. Receipt of Responses
3. Public opening and listing of all Responses received
4. Preliminary review by WHA staff for compliance with the submission requirements of the RFQ, including verification that each Response includes all documents required. The staff or Selection Committee shall meet to evaluate each responsive Response in accordance with the requirements of this RFQ.

The Authority reserves the right to make multiple awards or no award. The contract award will be for one year with an Authority option to renew annually for a total of five years. The aggregate of all project costs incurred in one contract term (year) shall not exceed \$100,000.

The Authority intends to negotiate with the top ranked firm(s) with the intention to reach an agreement on a fair and reasonable price for basic services and the hourly rate fee of the A&E's firm's staff. If an agreement cannot be reached, the PHA will terminate negotiation with the firm and proceed to the next highest rated firm until a price determined to be fair and reasonable to both parties is obtained.

An overall price fee per project will be negotiated on a per project basis over the term (year) of this agreement, dependent upon the complexity of the proposed scope of work, and the need for a particular staff function. The Authority will authorize all work through the written issuance of a task order. The Executive Director and/or Contracting Officer will be the only PHA personnel authorized to execute such task orders.

5. Upon successful negotiation of an Agreement, Executive Director will recommend award by the Board of Commissioners

WHA reserves the right to reject any and all submissions, to waive informalities or irregularities in the submissions received, and reject nonconforming, nonresponsive, conditional or qualified submissions, and to select the submission and consultant which, in the judgment of WHA, best serves the interests of the WHA. The Board of Commissioners of WHA may, or may not, require interviews of selected firms.

EVALUATION CRITERIA

A. Threshold Requirements – No Points

Failure to perform, provide or include any and all of the following requirements may result in the disqualification of your firm's submission:

1. Introductory Letter
2. Minimum of five (5) year's experience under its current name and ownership providing the required professional services.
3. Proven record of successfully completing projects.
4. Demonstrated past experience in the design and rehabilitation of affordable housing of similar size, scope and complexity within the past five (5) years.
5. Incorporation Certifications
6. Professional Licenses
7. Three (3) references
8. Non-Collusion Affidavit
9. Certified Statement

B. Responses shall be evaluated according to the following criteria and respective weight:

- | | |
|--|-------------------|
| • Proposer's Experience and Qualifications | Maximum 20 points |
| • Proposer's Team Experience | Maximum 15 points |
| • Experience of Project Manager | Maximum 15 points |
| • Design Philosophy and Process | Maximum 15 points |
| • Technical Capabilities | Maximum 15 points |
| • References | Maximum 5 points |

CHANGES/ALTERATIONS

The proposer may change or withdraw a Response at any time prior to the response submission deadline. All changes or withdrawals shall be made in writing. Oral/Verbal changes, modifications or withdrawals will not be recognized and will be disregarded. Written modifications will not be accepted after the response Submission Deadline. Proposers shall not assign or otherwise transfer their Response.

GENERAL CONDITIONS

Submissions shall be firm for a period of 90 days following the submission deadline. Any person or agency on the HUD Debarred list/US Attorney General's list of ineligible contractors, or any other state or federal list of debarred or suspended entities will not be considered.

The WHA reserves the right to accept or reject any or all Responses or to select the Proposer(s) that, in the opinion of the WHA, is/are in its best interest(s). The WHA also reserves the right to reject any Proposer(s) who previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the WHA, and who is not in a position to perform the requirements defined in this RFQ. Further, the WHA may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFQ and may, at its discretion, withdraw and/or re-advertise the RFQ.

The WHA reserves the right to request clarifications of information submitted and to request any necessary supporting documentation or information of one or more Proposers after the deadline for submission of Responses.

Submissions shall be considered public information unless advised otherwise by the proposer. The proposer must include a separate letter stating and identifying which parts of the submission are deemed confidential and/or proprietary information not to be released.

The submission will become a part of any contract issued for this project.

All submissions shall be made without any prior understanding, agreement or accord with any other person submitting a proposal for the same product or service. By delivering a response to this RFQ, you represent that your submission is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement made in a submission constitutes a criminal offense and can result in a fine and imprisonment as well as civil damages.

The consultant awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract (the form of which shall be as may be reasonably negotiated between the parties), including, where required, the execution of all required State and Federal contract forms, documentation of adequate general liability, worker's compensation and any other required insurance with WHA listed as an additional insured. Consultant will also be required to comply with the Privacy Act of 1974 and all rules and regulations issued under the act that are applicable to the contract.

Non-Appropriation of Funds: In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the WHA, shall have the unqualified right to terminate the Work Order(s), or Agreement upon written notice to the Consultant, without any penalty or expense to the WHA. No guarantee, warranty or representation is made that any particular work or any project(s) will be assigned to any firm(s).

Unauthorized Work: The Successful Proposer(s) shall not begin work until the WHA issues a Notice to Proceed. Such Notice to Proceed shall constitute the WHA's authorization to begin work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable by the WHA and the Proposer will not have any recourse against the WHA for performing unauthorized work.

EXHIBIT A

Capital Needs Assessments

Form of Non-Collusive Affidavit
Affidavit

State of Connecticut
County of Hartford

_____, being first duly sworn, deposes and says: The s/he is the _____ of the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that the said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly and indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Housing Authority of the Town of Glastonbury (HATG) of any person interested in the proposed contract, and that all statements in the said proposal or bid are true.

Signature of:

[name]
[Title]
[Company]

Subscribed and sworn to before me this _____ day of _____, 20____

My Commission Expires _____, 20____

ARCHITECTURAL AND ENGINEERING SERVICES
Wallingford Housing Authority

CERTIFIED STATEMENT

I certify that any and all information contained on this RFQ is true. I certify that this RFQ is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFQ for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFQ, and certify that I am authorized to sign the Proposer's firm. Please print the following the sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Name: _____

Title: _____

Signature: _____

Date: _____